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7 January 1983

MEMORANDUM FOR: Office of the Deputy Director for Administration

FROM:

[redacted]
Chief, Regulations Control Division

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SUBJECT: Updating of Headquarters and Field Regulations

1. Headquarters and field regulations (HR & FR) prescribe policies and procedures essential to the control and direction of Agency activities. In order to provide timely guidance to Agency personnel, CIA regulatory issuances must be maintained as current as practicable. Accordingly, the Regulations Control Division is undertaking the task of updating all headquarters and field regulations issued prior to 1980. [redacted]

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We believe that with your cooperation this goal can be achieved during FY 1983.

2. RCD has listed in the attachments those regulations dated prior to 1980 for which your component has primary responsibility. Please review the list and indicate on the second copy (a) whether you plan to revise or revalidate the specific regulation, and (b) the date each will be submitted to RCD for processing. We request that you forward the completed schedule to us by 24 January 1983.

3. If you find it necessary to consult with another component because of overlapping responsibilities involved in a specific regulation, please accomplish this action prior to submitting the proposed revision or revalidation to RCD.

4. Please bear in mind that the revalidation procedure is much simpler for updating than revision. For example, updating a regulation to reflect changes such as a new designation for an organizational unit or component, new position titles, or references to other issuances can be accommodated by revalidation. On the other hand, the addition or deletion of information, or changes in policy, procedures, or responsibilities require a revision of the regulation.

5. RCD would prefer that, where possible, you update an entire regulation even though portions may have been revised since 1979. This will contribute greatly to a more effective regulatory system for the Agency as well as being beneficial to your component in carrying out its responsibilities.

6. RCD is in the process of renumbering all field regulations to conform with the number of the companion headquarters regulation. We plan to have all FR's renumbered, printed, and distributed in new binders prior to mid-January 1983. When submitting an HR for updating, please forward the companion FR at the same time since they normally travel together during processing.

7. We appreciate the spirit of cooperation you have always shown in our mutual endeavors for the Agency's regulatory system. If there are any questions, or if we can be of assistance, please call me or my deputy,

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